

## **Fiscal Director 1**

Tennessee Department of Finance and Administration  
Division of Accounts – Department of Children's Services Central Accounting  
Location: Dresden/Memphis, Tennessee  
Salary Range \$5,482.00-\$8,772.00 (based on qualifications and experience)  
Career Opportunities Available in Tennessee State Government

### **Job Overview Summary:**

The Fiscal Director is responsible for the management of the accounting functions for the Northwest and Shelby county regional offices, located in Dresden, TN and Memphis, TN, respectively. The Fiscal Director is responsible for supervising the regional accounting staff and supporting program staff for the two regions and monitoring the accounts receivable and accounts payable functions. The Fiscal Director will report to the Fiscal Director 2 for the West region and services the Department of Children's Services, as part of the Department of Finance and Administration centralized accounting initiative.

### **Duties and Responsibilities:**

- Supervise, train, and provide strong leadership to the accounting team ensuring compliance with GAAP.
- Serve as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Ensure the timely and accurate payments to foster and adoptive parents and for invoices for services to custodial and noncustodial youth in the 13 counties in the Northwest region (Benton, Carroll, Crockett, Dickson, Dyer, Gibson, Henry, Houston, Humphreys, Lake, Obion, Stewart, and Weakley) as well as Shelby County
- Review and maintain the monthly checklist and reconciliations to ensure all transactions are recorded and reviewed timely.
- Run queries in Edison (PeopleSoft) and TFACTS (the database system used by DCS) and utilize excel skills to ensure transactions are timely and accurately processed.
- Participate in quarterly reviews of financial results with regional program staff and central office management.
- Assist the central office staff in completing all state-wide year-end closing tasks by the established deadlines.
- Create and maintain documented accounting standard business practices and procedures as needed.
- Assist in the completion of the annual risk assessment and related corrective action plan when required.
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Effectively communicate with program management to provide value and service to the Department of Children's Services.
- Assist with special projects as needed.

### **Required Education/Experience:**

Graduation from an accredited college or university with a bachelor's degree in business administration, accounting or related acceptable field and experience equivalent to five or

more years of full-time professional fiscal services and/or auditing work including, at least, one year of experience in the supervision of fiscal and/or auditing staff.

**OR**

Qualifying full-time professional fiscal services and/or auditing experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (e.g., experience equivalent to one year of full-time work in professional fiscal services and/or auditing may substitute for one year of the required education).

**OR**

Current certification as a "Certified Public Accountant" or license as a "Public Accountant" with the State of Tennessee may substitute for the required bachelor's degree and one year of full-time professional fiscal services and/or auditing work, there being no substitution for the required supervisory experience.

**OR**

Additional graduate course work credit received from an accredited college or university in business administration, accounting or related acceptable field may substitute for the required experience on a month-for-month basis to a maximum of one year, there being no substitution for the required supervisory experience (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required non-supervisory experience).

**Knowledge, Skills, and Abilities:**

- Intermediate excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong knowledge of GAAP and financial internal control systems.

**Only candidates who meet the minimum requirements for the position will be interviewed.**

Please send resume and contact information to: [Kayla.Carr@tn.gov](mailto:Kayla.Carr@tn.gov)

**For more information please contact:**

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*hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*